

OLC #78-3198

30 OCT 1978

78-3791/7

Executive Registry

78-2038/5

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign  
Assessment Center  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : Director of Central Intelligence

SUBJECT : Applicant Hiring Time

1. I have been concerned about the length of time it takes to hire new employees for the Agency. The Office of Personnel has analyzed the time taken for each step in the hiring procedures, from initial contact to EOD. They are taking steps to shorten as many of these steps as possible. For example, an applicant has been allowed up to 75 days to complete the application. This will now be cut to a maximum of 42 days. The time from full clearance to EOD averages 53 days. OP will press applicants to EOD in a shorter, more reasonable time. Other phases of the procedures which now take one to two weeks to accomplish will be done in no more than three work days.

2. One phase of the procedures is decision-making, which averages 50 days for decisions to hire and 90 days for rejection. This is where I need the help of you and your personnel decision-makers. The Office of Personnel advises me that over one-quarter of the applicant files are kept in offices beyond the allotted decision-making time of two weeks -- some as long as ten weeks. OP is changing its procedures so that offices must express interest in short biographies of applicants listed in the New Applicant File Acquisitions list. If no office expresses interest in a name, that file will automatically be rejected in ten calendar days. On files in which offices express an interest, the offices will be given a maximum of ten calendar days to decide whether they wish to interview candidates.

SUBJECT: Applicant Hiring Time

3. You and your personnel decision-makers control almost one-third of the time it takes to hire an applicant. I strongly urge you to take the necessary steps outlined above to drastically reduce this time.

/s/ Stansfield Turner

STANSFIELD TURNER

ROUTING AND RECORD SHEET *OLC*

SUBJECT: (Optional)

Applicant Hiring Time

STAT

FROM:

Secretary  
Executive Career Service Board

EXTENSION

NO.

*OLC-78-3198*

DATE

1 November 1978

STA

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS: (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

STAT

ATTN:

STA

For action, as appropriate.

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